

# POST Communication PAT (Phase 1) Meeting Minutes (1 August 2001)

August 13, 2001

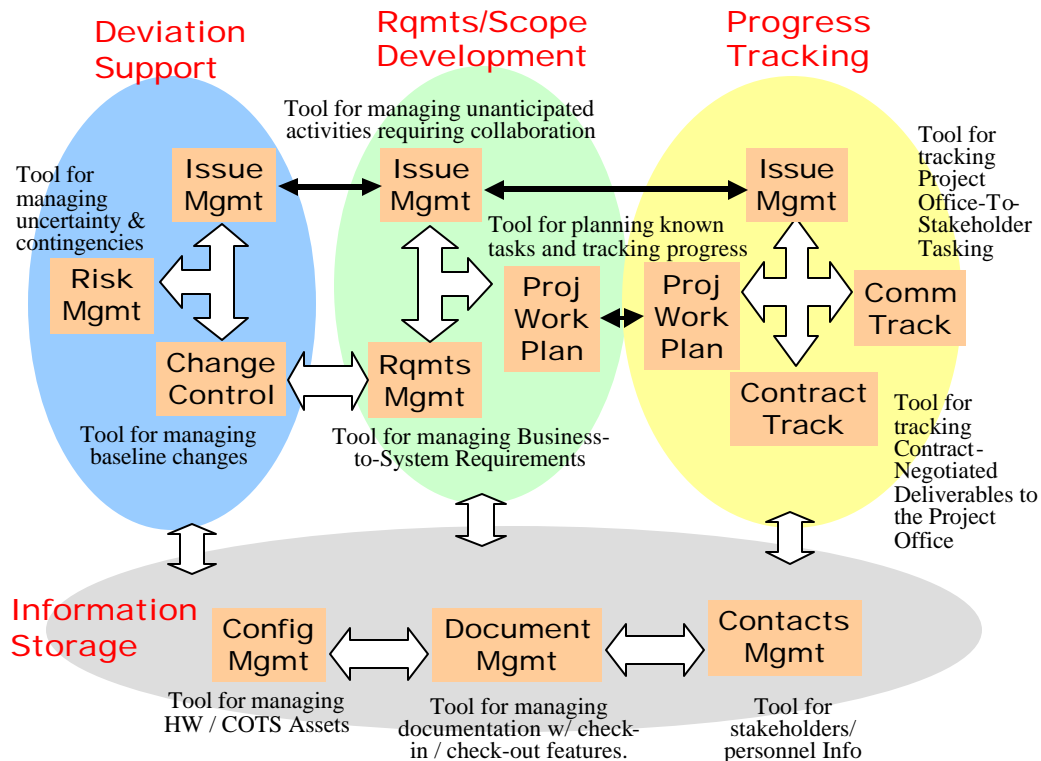
## 1 MINUTES (DECISIONS FROM THE 1 AUGUST 2001 MEETING)

Voting Members	Representing	Present
Tom Arnez	SID Office	Yes
Laura Okawa	SID Office	No
Kathy Saito	SID Office	No
Mia James	CWS/CMS	No
George Christie	SAWS	No
Patrick Flynn	EBT	Yes
Greg Thompson	CMIPS	No
Sarah d'Eon	CMIPS	Yes
Rich Smith	SFIS	No
Linda Parr	WDTIP	No

Other Attendees	Representing

PowerPoint Slides used at the August 1 Kickoff Meeting are provided as an attachment herein.

- 1.1 **Introduction.** We had an overwhelming response to our kickoff meeting. As you can see from the attendee list, this was one of our more popular weeks for meetings (I know the budget process has wreaked havoc on some of you). Hopefully, the next meeting will be more encouraging.
- 1.2 **Communication Management Context.** As you know, the Project Office Support Tool (POST) is a collection of automated processes that every project manager in the Project Office should desire and utilize. We discussed the entire collection of tools into context to one another (i.e. When do you use what tool for what purpose). To that end, I have drawn yet another picture to help visualize this discussion. Your assignment is to determine if you agree with it...we will baseline it at the next meeting (Email comments are welcome).



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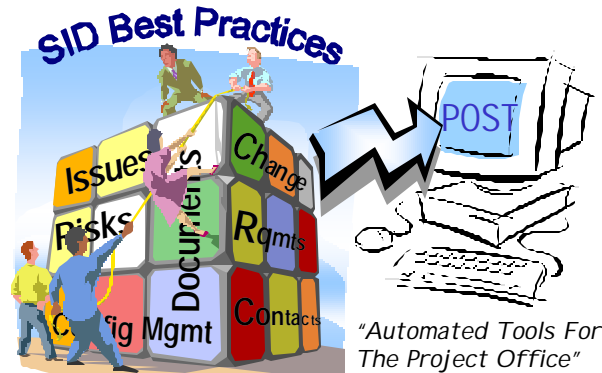
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- 1.3 **Communication Management Plans.** There are several Communication Management Plans to review on the BP Website (@ <http://www.bestpractices.cahwnet.gov/Primary%20Processes/1-initiation/m2-funding%20approval/Communication%20Plan/Comunication%20Plan.htm> ). I passed out snippets from all of them...and will attempt to consolidate some of the juicy stuff into something we can use for this PAT. Tom also agreed to work with Pat Flynn (EBT) to develop some kind of generic review of a Communication Plan (how do I know if I have a good one).
- 1.4 **Desired Outcome For This PAT.** The bottom line is to develop a set of requirements that adequately define WHAT Communication Management means to SID (definition) and WHAT parts of the process we want to automate. Obviously with all of that comes the definition of features and attributes...just like the prior PATs.
- 1.5 **An Example From CMIPS.** Sarah has offered to send an example of how the automation of communication functions would demonstrate the need for such a tool. Sarah will email an example of one of their Focus Group Collaborations with several County Groups. It includes Word, Excel, Access Database, and MS Project to pull this one off. We will review it at one of our meetings.
- 1.6 **SpeedDev Demo.** The SpeedDev Demo is part of the on-going process of exploring the industry market for COTS tools that can meet (all or some of) our POST Requirements. This demo includes automation of Collaboration Mgmt (communications for us), Issue Mgmt, Rqmts Mgmt, and potentially other things. Invitations will go out to all PAT members...check your Email.
- 1.7 **PAT Meeting Times.** Since everyone's schedule is tight, we will meet at available times during the month of August (our goal anyway!). I will use Outlook to find the greatest number of available people for meetings...keep your calendars updated and current...that will be a big help. Also, we will need to work off-line as much as possible to make the best use of our time.

## 2 TENTATIVE AGENDA FOR NEXT MEETING (THURSDAY, 16 AUGUST 2001)

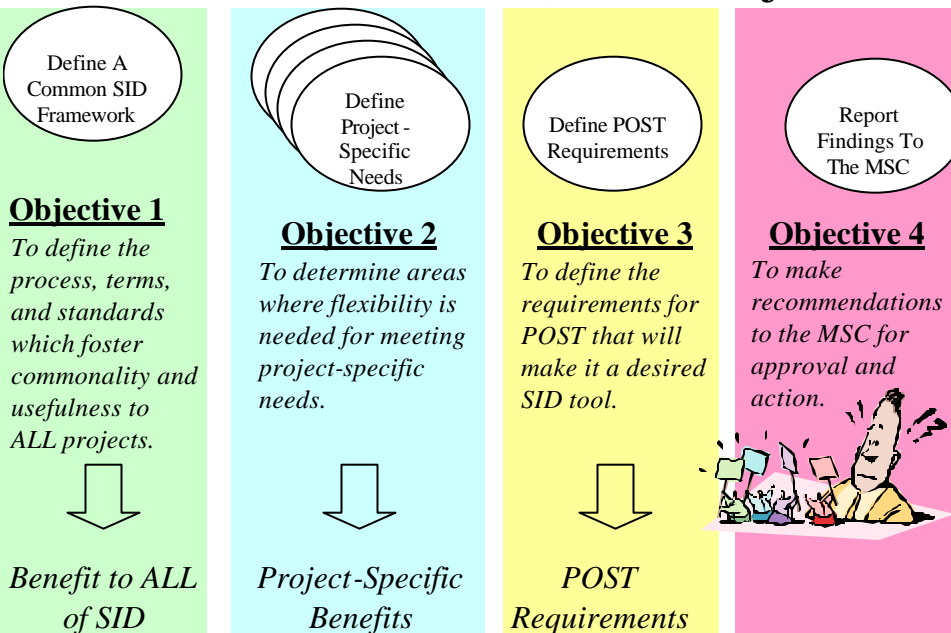
- 2.1 SpeedDev Demo Recap (8 August, 1:30pm, Natomas Office, CR#2)
- 2.2 Collect comments on the picture under Section 1.2 above.
- 2.3 Review a CMIPS example of Communication Management in Action (Focus Groups)
- 2.4 Discuss a Checklist for evaluating a Communication Management Plan (Criteria for "Good")
- 2.5 Review the Outline for the Communication Mgmt Findings Report (the final product of this PAT)

# POST Process Action Team (PAT) Communications Management 1 Aug 2001



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## Process Action Team (PAT) Objectives



## POST Vision

To have a common suite of tools which standardizes and simplifies the Project Office functions and operationalizes the SID Best Practices and enhances project management capabilities.

This will be accomplished in three ways:

**Goal 1:** Establish a suite of automated tools which is simple to use, and minimizes redundancies between project office functions.

**Goal 2:** Equip SID employees in applying the tools towards improving project productivity and quality.

**Goal 3:** To enhance SIDs ability to achieve and maintain SA-CMM Level 3.

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## POST Goal 1

- Establish a suite of automated tools which is simple to use, is standard across projects, and minimizes redundancies between projects and project office functions.
  - Simple means...
    - Easy to understand and use, graphical
    - Easy navigation, and seamless integration
    - User friendly screens and common user interface
    - Accessible from any location.
    - Simple to implement and easy to maintain.
  - Minimizes redundancies means...
    - Maximizing a common suite of tool for all projects.
    - Single entry of common information across all project (Entering data only once)

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## POST Goal 2

- Equip SID employees in applying the tools towards improving project productivity and quality.
  - Equip means...(be sure to add action words)
    - Team Buy-In and meets customer needs
    - Training (Formal and Informal)
    - User Support
    - Documentation
  - Improving productivity means...
    - Timely reporting in standard formats (for projects and organizationally)
    - Paperless reporting
    - Time saving
    - Reduces stress and improves morale
    - Repeatable compatible with SA-CMM
    - Easy access to information for improved decision making
    - Consolidation of information from various repositories.

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## POST Goal 3

- To enhance SIDs ability to achieve and maintain SA-CMM Level 3.
  - Level 2 means...
  - Level 3 means...
  - Maintain means...

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## POST Success Criteria

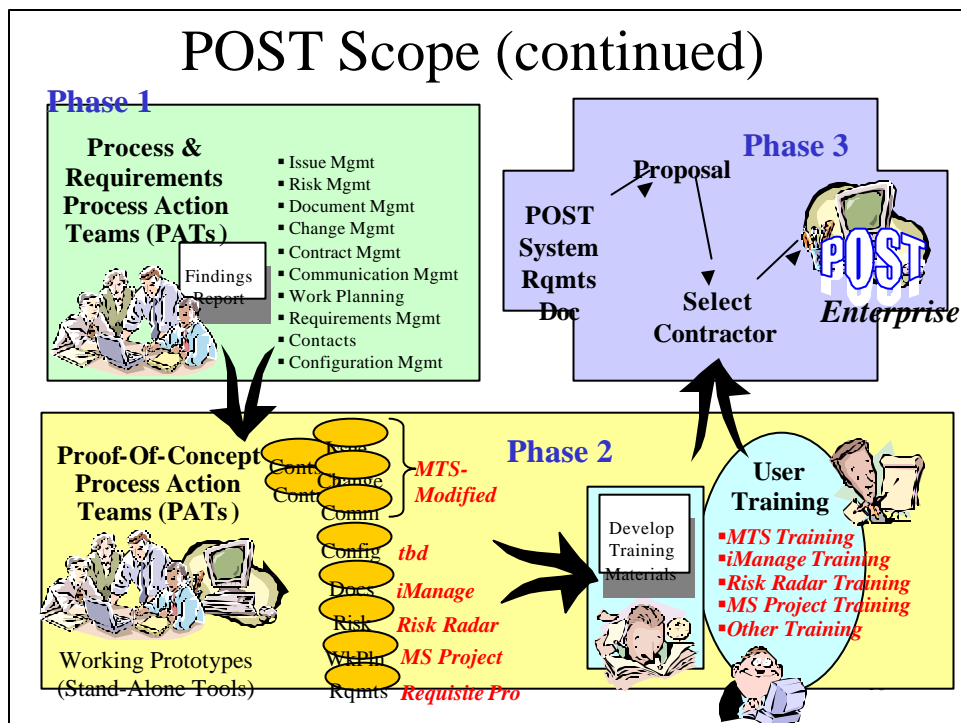
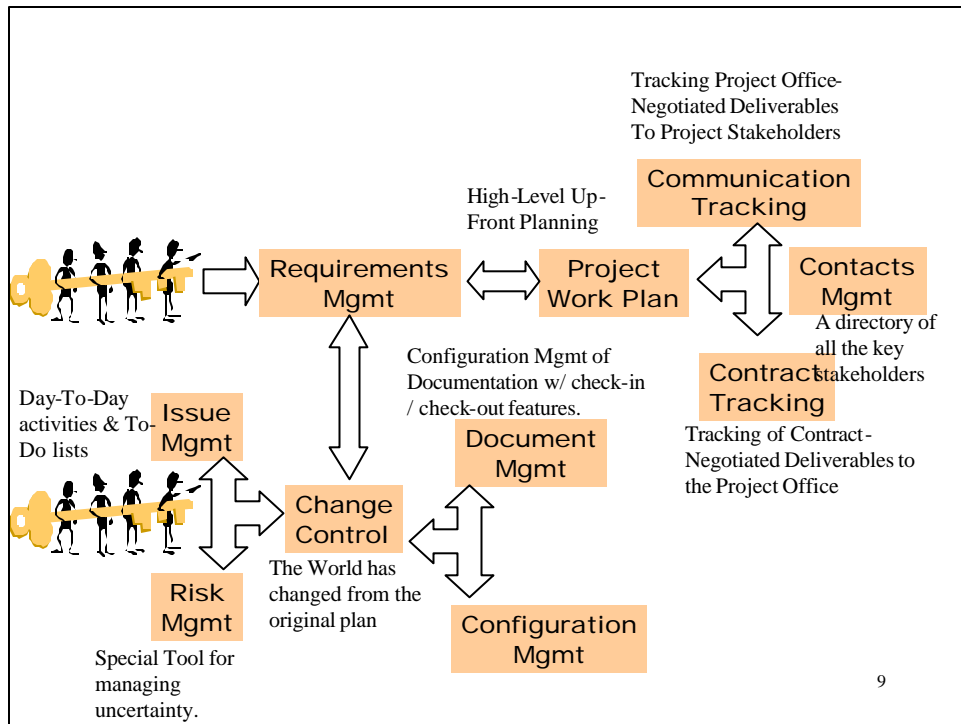
- By July 1, 2003 the following benefits from the POST will exist:
  - A Single Suite of automated tools to support all Project Offices.
  - Maximizes Standardization of automated project office functions.
  - Scalable to changing Stakeholder and SID needs.
  - A decrease in time to produce project office work product.
  - An increase in the quality of Project Office work products.
  - A decrease in time toward implementing project office processes.
  - A decrease in time to perform repetitive project office functions.
  - A decrease in the cost for maintaining Project Office tools.
  - An increase in the ability to effectively manage projects.
  - A decrease in time to produce accurate management reports
  - An increase in SA-CMM compliance.

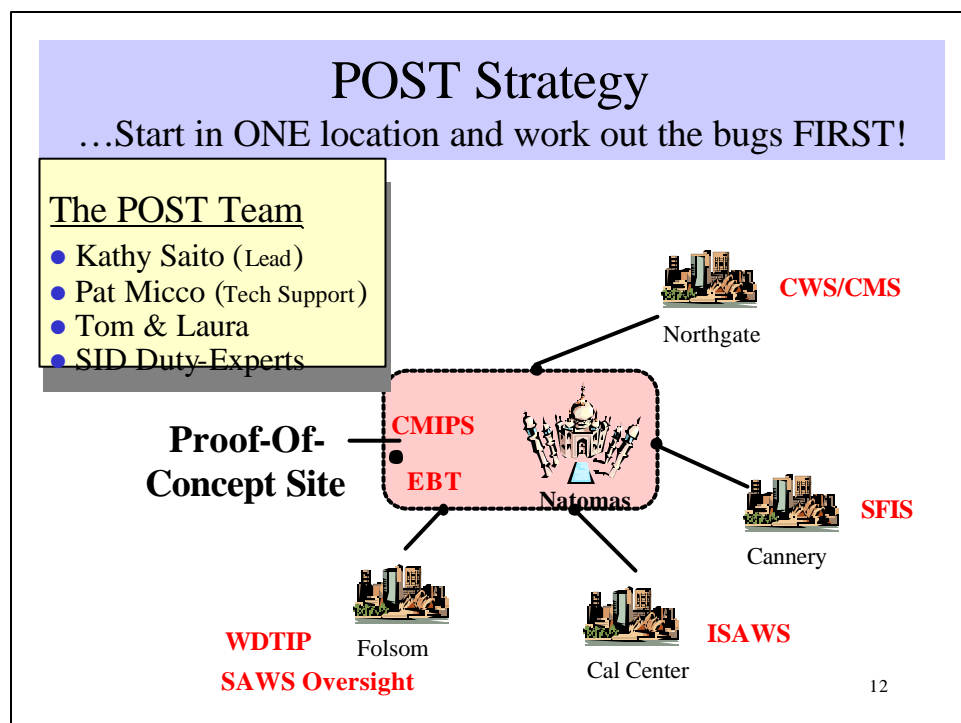
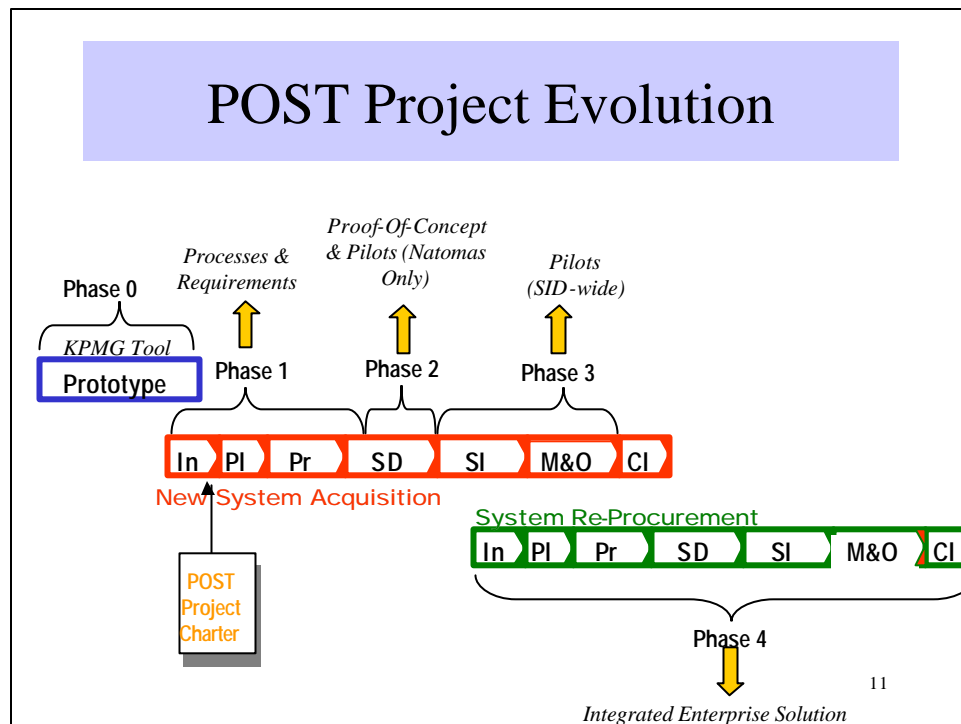
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## POST Scope

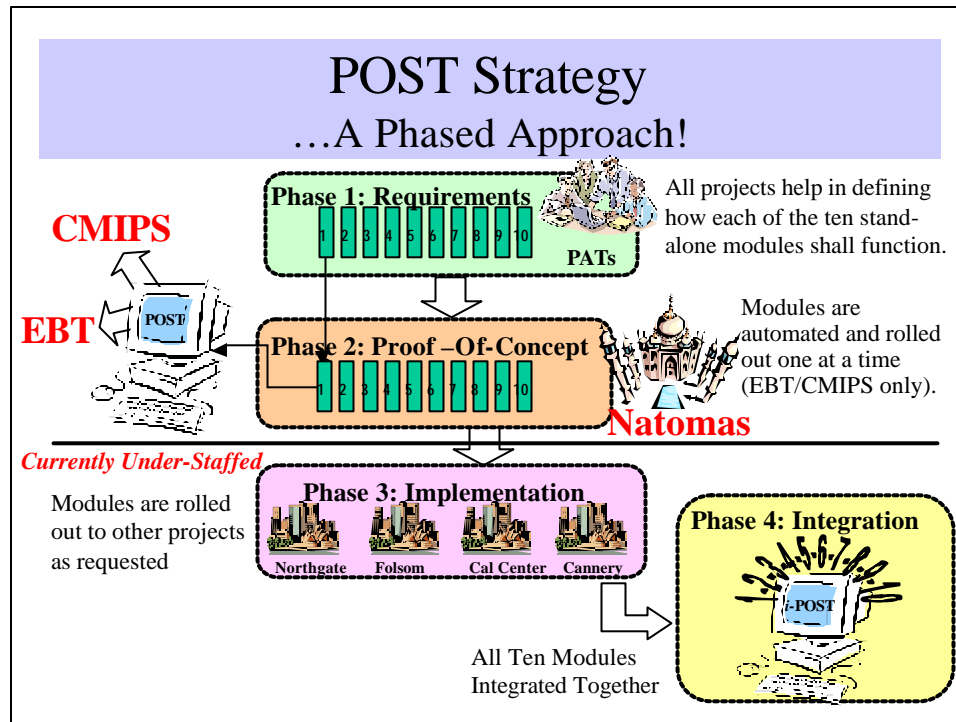
- Automation will be defined to include the following **ten** functions of the Project Office:
  - Issue Management
  - Risk Management
  - Document Management
  - Change Control
  - Contract Tracking
  - Communication Management
  - Project Work Plan
  - Requirements Management
  - Contacts Management
  - Configuration Management (internal/external sites)

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## POST Strategy ...Incremental Products w/ Immediate Benefits!

POST Function	Phase 1 - Requirements	Phase 2 - CMIPS / EBT	Phase 3 - All-SID Projects	Phase 4 - Integration
1. Document Mgmt	● Dec 2000	► Oct 2001	Project-by-project	To Be Determined
2. Issue Mgmt	● Sep 2000	Pending Programmer Analyst	Project-by-project	
3. Risk Mgmt	● Oct 2000	TBD	Project-by-project	
4. Change Mgmt	● Mar 2001	TBD	Project-by-project	
5. Contract Tracking	● Jun 2001	TBD	Project-by-project	
6. Communication	○ Aug 2001	TBD	Project-by-project	
7. Project Work Plan	○ Sep 2001	TBD	Project-by-project	
8. Requirements Mgmt	○ Oct 2001	TBD	Project-by-project	
9. Contacts	○ Nov 2001	TBD	Project-by-project	
10. Config Mgmt	○ Dec 2001	TBD	Project-by-project	

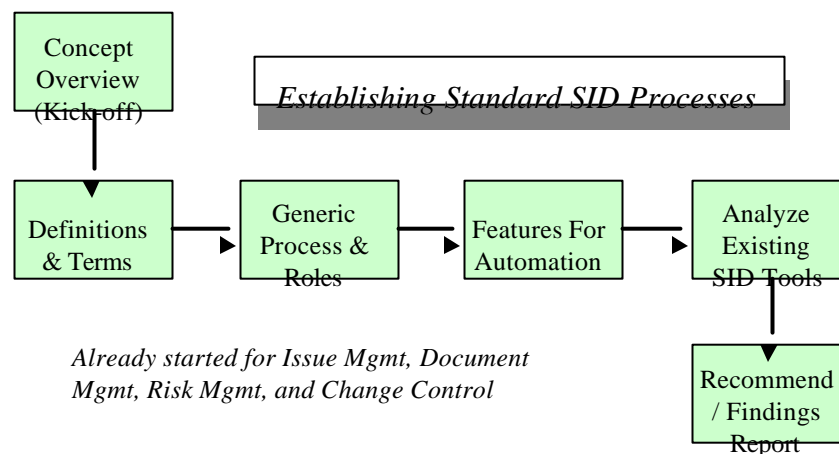
● = Completed    ► = In-Work/Scheduled Completion    ○ = Not Started/Scheduled Completion

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## POST Product Suite To-Date

POST Function	Current Tools	Vendor	Programmer Analyst Needed?
1. Document Mgmt	IManage	Infinisys	No
2. Issue Mgmt	MTS/PACS/PTS (MS Access)	In-House	Yes
3. Risk Mgmt	Risk Radar/PACS (MS Access)	SPMN Freeware /In-House	Yes
4. Change Mgmt	PACS/PTS (MS Access)	In-House	Yes
5. Contract Tracking	MTS (MS Access)	In-House	Yes
6. Communication	MTS (MS Access)	In-House	Yes
7. Project Work Plan	MS Project	Off-The-Shelf	No
8. Requirements Mgmt	Requisite Pro /PACS	Off-The-Shelf /In-House	No/Yes
9. Contacts	MS Outlook/MTS (MS Access)	Off-The-Shelf /In-House	No/Yes
10. Config Mgmt	None		

## POST Requirements PATs



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## August 2001 Schedule

### POST PAT Meetings

- ***Communications Management*** (weekly)
  - 08/1/01 Meeting #1 Kick-Off Mtg
  - 08/8/01 Meeting #2 Definitions/Process
  - 08/15/01 Meeting #3 Process/Features
  - 08/22/01 Meeting #4 Features/Findings
  - 08/29/01 Meeting #5 Findings Report



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